

DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number 04-08 Date June 2, 2004

ADMINISTRATIVE MEMORANDUM

SUBJECT: COURT CASE DISPOSITION REPORT – REVISED WFP&I 92

REFERENCE: Administrative Directive 4458 Dated September 24, 2003

CANCELS: None

SPECIAL ATTENTION: [X]SWFI [X] WFI [X]CCB STAFF

PURPOSE/BACKGROUND

This Administrative Memorandum releases a revised WFP&I 92, Court Case Disposition Report form. This revised form incorporates all requested information on the old WFP&I 92, the WFP&I 351, and the un-numbered form known as Attachment 1 in Administrative Directive 4458 dated September 24, 2003. The WFP&I 92 was revised to incorporate all required information on three forms onto one form in an effort to eliminate duplicate work.

II. POLICY/PROCEDURES

This revised WFP&I 92 permanently cancels and replaces the previously released WFP&I 92 and the WFP&I 351, as well as the un-numbered form known as Attachment 1 in Administrative Directive 4458 dated September 24, 2003. The WFP&I 92 is completed in triplicate from information supplied by the Prosecuting Deputy District Attorney, LEADER and case records.

The information on the completed form is input to **LEADER Sanction Information** Screen in the *Date Collection Subsystem*. The completed original WFP&I 92 is then forwarded to the Prosecution Deputy Director at WFP&I along with other required documents per existing procedures.

Supervising Welfare Fraud Investigators may address any questions regarding this memorandum to the appropriate Deputy District Director.

Luther Evans, Director

Welfare Fraud Prevention & Investigations Section

LE:MH:JR:jr

Attachment

C: Deputy Directors

DEPARTMENT OF PUBLIC SOCIAL SERVICES WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

COURT CASE DISPOSITION REPORT

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 Munic Arrest 	Complaint Issued						10.		Felony Trial					
5. Arrest	Arrest Warrant Issued								Charges Dismissed					
	Municipal Court Arraignment						12.	Acquitted						
Misde	Arrest Warrant Recalled						13.	Conviction						
	Misdemeanor Trial						14.	Sentencing						
7. Prelim	Preliminary Hearing						15.	☐ Cal	□ CalWORKs IPV □ FS IPV					
8. Bench Warrant Issued							16 continued to:				to:			
IV. SEN	NTENCIA	IC AND DD	PATION			co	NVICT	ED OF:		EEL ONV		DEME	ANOR	
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Instructions: Form must be completed by WFI and submitted to Prosecution Deputy within three (3) business days of the reported action. NOTE: NO INVESTIGATION MAY BE CLOSED UNTIL THE ARREST WARRANT HAS BEEN RECALLED.

WFP&I 92 (Rev.06/04)

Retention:

Permanent

DISTRIBUTION: Original: Prosecution Deputy
1st Copy: SWFI 2nd Copy: LCFF